



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

7250

RFL-F7

29 JUN: 2001

From: Commandant of the Marine Corps, Headquarters United States Marine Corps,  
Washington, D.C. 20380-1775

To: Marine Corps Disbursing and Finance Officers

Subj: STANDARD FINANCE SYSTEM REDESIGN SUBSYSTEM ONE (SRD-1)  
TRAVEL PAYMENT PROCESSING PROCEDURES

Encl: (1) Procedures for Processing IATS Claims in SRD-1

1. The Marine Corps recently began fielding SRD-1 to finance offices for processing Integrated Automated Travel Settlement (IATS) settlements. SRD-1 affords our Marines the opportunity to use split-disbursement to pay their Government Travel Charge Card bills when the travel claim is settled. SRD-1 also provides pre-validation functionality that will greatly assist the Marine Corps in reducing the number of problem disbursements that currently result from missing or incorrect appropriation data on travel orders. However, payment processing is contingent on an obligation being present in the Standard Accounting Budgeting and Reporting System (SABRS). A payment will not process without manual intervention when SRD-1 fails to locate an obligation in SABRS.

2. Disbursing and Finance officers will establish procedures for handling claims submitted without a corresponding obligation in SABRS. The enclosure provides a starting point for offices to formulate standard operating procedures for those claims requiring additional action. Procedures should minimize the creation of problem disbursements while avoiding delays in paying travel claims for our Marines. Under no circumstances will payment of claims be delayed more than one business day as a result of missing obligations. Finance personnel should maintain data that can be shared with the Comptroller on a regular basis to reduce the number and frequency of claims requiring manual intervention. Commanders must be aware of the potential for delay in reimbursing our Marines when an obligation is not reported prior to commencement of TAD.

3. My point of contact regarding this issue is GySgt Perry Hampton. He can be reached at DSN 224-4981.

**L. DOWDLE**  
By direction

Copy to: Marine Corps Comptrollers

Subj: STANDARD FINANCE SYSTEM REDESIGN SUBSYSTEM ONE (SRD-1)  
TRAVEL PAYMENT PROCESSING PROCEDURES

1. When there is no obligation resident in SABRS to fund a specific set of travel orders, contact the Comptroller (Attn: MAO) responsible for the funds cited on the travel orders. The Comptroller must be notified to report an obligation in SABRS. If the Comptroller does not record an obligation within one business day, the appropriation data cited on the travel orders will be added to the SRD-1 edit table in order to process and pay the travel claim. The following procedures will be used to process IATS payments through SRD-1:

a. Complete the MCTFS/SABRS download daily. The download includes the member's current Electronic Funds Transfer (EFT) information as well as any travel obligations reported in SABRS for TAD orders issued to that Marine.

b. Data received through the MCTFS/SABRS download is then loaded to IATS to determine whether an obligation exists for the orders in question.

(1) If an obligation is resident in SABRS, the travel claim can be processed normally. Note: Be sure to select the correct obligation in IATS. The pull-down screen containing the SABRS download data may list more than one obligation.

(2) If an obligation is **not** resident, the claim requires manual intervention.

c. Sort claims without obligations by the Comptroller responsible for those funds and notify them that no obligation exists for this specific set of orders. Inform them that, to avoid creating a problem disbursement, they must record an obligation in SABRS within a prescribed period of time (**not longer than one business day**). Place the claim in a tickler file for further action.

d. Complete a MCFTS/SABRS download on claims in the tickler file the next work day and load the data to IATS for research.

e. If the claim now has an obligation resident, process the travel claim for payment if no obligation is resident, update the SRD-1 edit table with the standard document number (SDN), accounting classification reference number (ACRN) and fiscal year (FY). **This will allow the claims to process through SRD-1 for payment but will create an unmatched disbursement in SABRS.** This process allows the Marine to be reimbursed for his travel expenses but will require subsequent reconciliation by the Comptroller. FOs/Dos will forward the SRD-1 Statistics Report to RFL-F NLT the 10<sup>th</sup> each month. This report contains the total number of travel claims processed by each office and the number of obligations the FO/DO had to report into the SRD-1 edit table for the previous month. The prescribed format for this report will be forwarded to each FO/DO as SRD-1 becomes operational at their location

Enclosure (1)

**Subj: STANDARD FINANCE SYSTEM REDESIGN SUBSYSTEM ONE (SRD-1)  
TRAVEL PAYMENT PROCESSING PROCEDURES (Cont)**

f. Appropriation data for TAD funded by another service should be added to the SRD-1 edit table and the payment processed without notifying the holder of those funds or delaying payment to the member.